

July 15, 2003

MEMORANDUM

TO: Agency Heads

FROM: Sara Wilson, Director, Department of Human Resource Management

SUBJECT: Communication to Your Employees about VITA

Over the last several months, your agency and VITA have developed a tentative list of employees who are scheduled to transfer to VITA. The list will not be final until you sign your Memorandum of Agreement (MOA) with VITA. As was discussed in the VITA Executive Dialogue sessions, the Department of Human Resource Management (DHRM) is responsible for providing guidance to agencies on employee notification. Now is the time to communicate with your employees about the tentative VITA staffing assignments and their impact on your agency.

The following notification process is recommended:

1. Review the attached tentative list of employees identified for transfer to VITA. This list is a result of the Personnel Due Diligence efforts.
2. Prepare a cover letter to employees tentatively identified for transfer to VITA. You may use the attached sample letter or write a cover letter of your own.
3. Attach your cover letter to the letter created by VITA for each employee.
4. Distribute your cover letter with the VITA letter attachment to each employee who is tentatively scheduled to transfer to VITA.
5. If you would like to notify all your employees of the changes, VITA has provided a sample letter you may use.
6. Advise Cindy O'Connor in the VITA Human Resource Office by e-mail, [cindy.oconnor@vita.virginia.gov](mailto:cindy.oconnor@vita.virginia.gov), once you have notified your employees.

Your employees will be invited to Town Hall sessions during the week of July 21<sup>st</sup> that will provide more information and give employees a chance to ask questions. Encourage your employees to attend the sessions and to visit the VITA Web site at [www.vita.virginia.gov](http://www.vita.virginia.gov) for additional details.

Employee communication is extremely important during times of change. Your role is very important in the employee notification process. Thank you for your help. If you have specific questions or need assistance with this process, please let me know. If you have questions about the tentative assignments or found errors, please contact Chuck Tyger at VITA at (804) 371-5943 or [chuck.tyger@vita.virginia.gov](mailto:chuck.tyger@vita.virginia.gov).

Attachments

Cc: Cheryl Clark  
Agency HR Directors



## COMMONWEALTH *of* VIRGINIA

Cheryl Clark  
Deputy Chief Information Officer  
email: [cheryl.clark@vita.virginia.gov](mailto:cheryl.clark@vita.virginia.gov)

Virginia Information Technologies Agency  
110 SOUTH SEVENTH STREET  
RICHMOND, VIRGINIA 23219  
(804) 371-5000

TDD VOICE -TEL. NO.  
371-8076

DATE

### **MEMORANDUM**

**TO:** (employee name, pre-filled by VITA)

**FROM:** Cheryl Clark

**SUBJECT:** Your Transfer to VITA

I have the privilege today of notifying you that, based on your current job responsibilities, you have been designated to help build the Commonwealth's first enterprise-level IT organization and to help achieve operational excellence in serving client agencies. A team of IT employees and leaders throughout the state has been working for more than 6 months to design an organization that will allow us to serve your current agency and to provide value to your agency and its customers.

The initial VITA organizational unit to which you will be assigned is: (pre-filled by VITA). This is an initial mapping, based on our current understanding of your role. We expect, however, that there could be some changes to initial mappings as the VITA organization continues to evolve. You can view a current organizational chart at <http://www.vita.virginia.gov/about/orgChart.cfm> to better visualize your role in this new organization.

Legislation created 4 phases for consolidation and transfers to VITA. Phase 1 was the consolidation of the DIT, DTP and VIPNet Authority – which was achieved on July 1, 2003. Tentative dates of transfer for the next phase are: on or before January 1, 2004 for small agencies; on or before July 1, 2004 for medium agencies; on or before January 1, 2005 for large agencies. The actual effective date of your transfer to VITA will be determined once the Memorandum of Agreement between your current agency and VITA is finalized, at the time your organization's IT functions are assumed by VITA. I encourage you to check the VITA Web site at <http://www.vita.virginia.gov> frequently for updates and activities.

I am confident that you will find your new role in VITA both challenging and rewarding, and look forward to working with you.

In the meantime, I look forward to seeing you at the employee Town Hall sessions scheduled for the week of July 21. You will get an invitation under separate cover with information on dates, locations, and registration. Expect the best!



## COMMONWEALTH *of* VIRGINIA

Cheryl Clark  
Deputy Chief Information Officer  
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Virginia Information Technologies Agency  
110 SOUTH SEVENTH STREET  
RICHMOND, VIRGINIA 23219  
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### **MEMORANDUM**

**TO:** employee name

**FROM:** Cheryl Clark

**SUBJECT:** Your Transfer to VITA

I have the privilege today of notifying you that, based on your current job responsibilities, you have been designated to help build the Commonwealth's first enterprise-level IT organization and to help achieve operational excellence in serving client agencies. A team of IT employees and leaders throughout the state has been working for more than 6 months to design an organization that will allow us to serve your current agency and to provide value to your agency and its customers.

Your assignment to an organizational unit within VITA will be determined prior to your transition to VITA. An initial assignment has not been made as your current responsibilities and tasks are spread over many of the organizational units within VITA. We will work to determine the best fit based on your skills and interests and organizational needs. You can view a current organizational chart at <http://www.vita.virginia.gov/about/orgChart.cfm>.

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July 15, 2003

**MEMORANDUM**

**TO:** VITA-Bound IT Employee

**FROM:** (your name here - Agency Head or Agency HR Director)

**SUBJECT:** Your Assignment to Virginia Information Technologies Agency (VITA)

I write to advise you that this agency and VITA have agreed that you will be tentatively transferred to VITA. The creation of VITA puts our state at the forefront of nationwide state IT consolidation and reform. As a VITA employee, you will have the opportunity to contribute to and build its success.

Your initial major division assignment is included in the attached memo from VITA. The actual date of transfer will be determined after a Memorandum of Agreement (MOA) between this agency and VITA is signed. Once the MOA is finalized, you will be notified. When you transfer, you will remain in the same Role title and at the same salary that you have at the time of transfer.

In the meantime, you can expect to receive more information from VITA in the very near future. Extensive information is also available on the VITA web site at: <http://www.vita.virginia.gov>. Town Hall meetings are being scheduled for the end of July and ALL state IT employees will be invited to attend, receive information and ask questions. You may direct any questions you have to our agency HR office.

Until you are transferred, you will remain in this agency and continue to perform your current assigned duties. Even though you are transferring to VITA, you are encouraged to watch for VITA job openings (see <http://www.vita.virginia.gov/jobs/jobs.cfm>) and to apply for any jobs for which you are qualified that interest you.

I thank you for your ongoing service to this agency and look forward to working with you in your new role as a VITA employee in the future.

Attachment

July 15, 2003

**MEMORANDUM**

**TO:** All Agency Employees

**FROM:** (your name here - Agency Head or Agency HR Director)

**SUBJECT:** Assignments to the Virginia Information Technologies Agency (VITA)

On July 1, the Commonwealth established a new agency, the Virginia Information Technologies Agency (VITA), by consolidating a number of information technology related functions now performed in agencies. Our agency has been working with VITA representatives to identify specific functions and the employees performing these functions that will be tentatively transferred to the new agency. As a result, this agency and VITA have initially determined those positions that will be transferred. Each of our affected employees has been notified individually of his or her tentative assignment to VITA.

The finalization of the list of positions and the specific date of transfer will be made after a Memorandum of Agreement (MOA) between our agency and VITA is developed and signed. At that time, the designation of positions for transfer to VITA will be finalized. Should there be any change to the initial list of positions, affected employees will be notified.

If you have any questions, please contact our HR office. And you are all encouraged to visit VITA's new web site: <http://www.vita.virginia.gov>.